

CCDF Reporting Overview for States and Territories

	State/Territorial Plan	State/Territory QPR	State/Territory Financial Report	State/Territory Aggregate and Case-Level Reports	State/Territory ARP Stabilization Grants Provider-Level Report	Error Rate Reports
Form number	ACF-118	ACF-218	ACF-696	ACF-800 & ACF-801	ACF-901	SDAP, ACF-403, ACF-404 & ACF-405
Purpose	Serves as the agreement between the Lead Agency and the Federal Government as to how CCDF programs will be administered in conformance with legislative requirements, pertinent federal regulations, and other instructions and guidelines issued by ACF.	The purpose of the annual quality progress report (QPR) is to capture State and Territory progress on how CCDF quality funds were expended, including the activities funded and the measures used by States and Territories to evaluate progress in improving the quality of child care programs and services for children from birth to age 13.	States are required to use the ACF-696 to report expenditures for the Mandatory Fund, the Matching Fund, and the Discretionary Fund. Territories are required to use the ACF-696 to report expenditures for the Mandatory Fund and Discretionary Fund only.	ACF-800 (Aggregate Data Report): Provides unduplicated annual counts of children and families served through the CCDF; and other information. ACF-801 (Case-Level Data Report): Provides case-level data on the families and children served during the month of the report, and other demographic information. States may submit a sample or all cases.	States and territories are required to use the ACF-901 to report child care provider-level information about the numbers of and characteristics for child care providers receiving American Rescue Plan (ARP) Act stabilization grant awards.	States, the District of Columbia and Puerto Rico are required to measure, calculate, and report improper payments as well as identify strategies for reducing future improper payments. <ul style="list-style-type: none"> • Sampling Decisions/Fieldwork Preparation Plan (SDAP) • ACF-403: Record Review Worksheet • ACF-404: Data Entry Form • ACF-405: State Improper Payment Report
Report frequency	Triennially	Annually	Quarterly	<ul style="list-style-type: none"> • ACF-800: Annual • ACF-801: Monthly or Quarterly (Grantee's choice) 	Quarterly (starting Jan. 2022)	SDAP, ACF-403, ACF-404 & ACF-405 are to be completed by one-third of the 52 States each year of a three-year cycle for the review process.
Reporting period(s)	Two-year periods starting with an even-numbered fiscal year (e.g. FY2008 – FY2009, or Oct 1, 2007 – Sep 30, 2009)	Federal fiscal year (Oct 1 – Sep 30)	1. Oct 1 – Dec 31 2. Jan 1 – Mar 31 3. Apr 1 – Jun 30 4. Jul 1 – Sep 30	<ul style="list-style-type: none"> • ACF-800: Federal fiscal year (Oct 1 – Sep 30) • ACF-801: Every month or quarter 	1. Oct 1 – Dec 31 2. Jan 1 – Mar 31 3. Apr 1 – Jun 30 4. Jul 1 – Sep 30	<ul style="list-style-type: none"> • Year 1 States: 10/01/18 – 09/30/19 • Year 2 States: 10/01/19 – 09/30/20 • Year 3 States: 10/01/20 – 09/30/21 • (Repeat cycle for subsequent years)
Due when	July 1st prior to the start of the reporting period	Dec 31 (three months after end of reporting period)	30 days after end of quarter	<ul style="list-style-type: none"> • ACF-800: Dec 31 (three months after end of reporting period) 	30 days after end of quarter	<ul style="list-style-type: none"> • SDAP: October 31 following end of reporting period • ACF-403: December 31st

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				<ul style="list-style-type: none"> ACF-801: For monthly reporting: 90 days after end of month; For quarterly reporting: 60 days after end of quarter 		following end of reporting period. <ul style="list-style-type: none"> ACF-404: March 31st following end of reporting period. (reviews completed) ACF-405: June 30th following end of reporting period
Submission method	ACF-118 E-Submission site at: https://extranet.acf.hhs.gov/stplan/STPLAN_Login.jsp	ACF-118 E-Submission site at: https://extranet.acf.hhs.gov/stplan/STPLAN_Login.jsp	On-Line Data Collection (OLDC) System	<ul style="list-style-type: none"> ACF-800: Child Care Automated Reporting System (CARS) at: https://cars.acf.hhs.gov ACF-801: Electronic data files (via secure electronic medium) 	ACF-901 submission of provider-level records of awarded stabilization grants to the Child Care Automated Reporting System (CARS) at: https://cars.acf.hhs.gov	<ul style="list-style-type: none"> SDAP, ACF-404, ACF-405: On-Line Data Collection (OLDC) System ACF-403: Email to Regional Office
Submit to	Office of Child Care (via internet)	Office of Child Care (via internet)	ACF Regional Office	<ul style="list-style-type: none"> ACF-800: Office of Child Care (via internet) ACF-801: Office of Child Care (via secure electronic medium) 	Office of Child Care (via internet)	ACF Regional Office
Technical assistance	ACF Regional Office	ACF Regional Office	ACF Regional Grants Staff	<ul style="list-style-type: none"> On-line help for ACF-800 On-line help for ACF-801 ACF Regional Office National Center on Child Care Data and Reporting (NCDR) 	<ul style="list-style-type: none"> On-line help for ACF-901 ACF Regional Office National Center on Child Care Data and Reporting (NCDR) 	<ul style="list-style-type: none"> ACF Regional Office National Center on Subsidy, Innovation, and Accountability (NCSIA)